



**Solicitation Information
December 11, 2015**

RFP # 7550125

TITLE: Security Services for Executive Military Staff / Army National Guard Bases

Submission Deadline: Monday January 11, 2016 at 11:00 AM (Local Time)

PRE-BID CONFERENCE No

Questions concerning this solicitation may be emailed to the Division of Purchases at thomas.bovis@purchasing.ri.gov and must be received no later than **12/29/2015 at 4 PM (LT)**. Questions should be submitted in Word format. Please reference the RFP # on all correspondence. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov

**Thomas Bovis
Interdepartmental Project Manager**

NOTE TO VENDORS:

Offers received without the entire completed RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Executive Military Staff, requests letters of interest from qualified firms to provide security services at Joint Force Headquarters in Cranston and at Camp Fogarty in East Greenwich. The scope of work is described herein.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- **All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.**
- Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered. FAXED or E-MAILED PROPOSALS WILL NOT BE CONSIDERED.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative offers will not be considered, but subcontracts are encouraged, provided that their use is clearly indicated in the offeror's proposal, and the subcontractors proposed to be used are identified in the proposal.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401 222-3040). This applies only to the vendor selected for award.
- Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38, Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

- Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or dorinda.keene@doa.ri.gov . Visit the website <http://www.mbe.ri.gov>
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this LOI.
- Equal Employment Opportunity (RIGL 28-5.1) § 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email raymond1@gw.doa.state.ri.us
- The successful offeror may be required to certify to the Rhode Island Executive Military Staff that it is in compliance with applicable civil rights laws and regulations. These laws and regulations relate to issues concerning Equal Employment Opportunity, Limited English Proficiency and other anti-discrimination laws. The successful offeror may also be required to prepare an Equal Employment Opportunity Plan. A certification of assurances form will be provided to you upon notification of tentative award. Further information regarding these assurances may be obtained upon request from RI Executive Military Staff Business Office (phone: 401-275-4076 or email: michelle.l.petronio@us.army.mil) or by visiting the U.S. Department of Justice Civil Rights website: www.ojp.usdoj.gov/ocr/assistance.htm

BACKGROUND AND SUMMARY:

The Executive Military Staff / Army National Guard currently have two facilities that require security services, the Joint Force Headquarters in Cranston and Camp Fogarty in East Greenwich. Each facility is federally mandated to be guarded by two guards (2) on each shift, twenty four (24) hours per day. The guards are required to operate entry control points at designated gates; they are also required to do a perimeter check. In addition to these duties, they will also perform traffic control when necessary, submit full reports of unauthorized entry, presence of unauthorized personnel, theft, vandalism, fire and any other condition that could lead to the loss, damage or destruction of Federal/State property or incidents that could cause injury or death of personnel.

Security personnel will also be required to answer after hour's phone calls to the National Guard as well as the Emergency Management Agency and will be required to log all calls and contact chain of command when necessary.

SCOPE OF SERVICE:

See Company Responsibilities, pages 2-3 of Appendix A

MINIMUM QUALIFICATIONS OF OFFEROR:

See Coverage Requirements and Fee Proposal Form, Page 3 of Appendix A

REQUEST FOR PROPOSAL SUBMISSION:

Interested offerors may submit letters of interest to provide the services covered by this solicitation on or before the date listed on the cover sheet. For the purpose of this solicitation, the official time clock is in the Division of Purchases Reception Area. Proposals received after this time and date will not be considered.

Responses (**a clearly marked original plus three (3) copies**) should be mailed or hand-delivered in a sealed envelope that shows the **LOI#** as listed in the cover sheet of this LOI to:

**Department of Administration
Division of Purchases (2nd floor)
One Capitol Hill
Providence, RI 02908-5855**

NOTE: Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases by the scheduled due date and time of opening will be determined to be late and will *not* be considered. Proposals faxed or e-mailed to the Division of Purchases will *not* be considered. **For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of Purchases.**

PROPOSAL SUBMISSION:

Interested offerors may submit proposals to provide the services covered by this Request on or before the date listed on the cover page. Proposals received after this time and date will not be considered.

Proposals must include the following:

- 1) A completed and signed *R.I.V.I.P. Generated bidder certification* cover form (downloaded from the R.I. Division of Purchases Internet home page at

<http://www.purchasing.ri.gov>)

- 2) Previous Experience and Background, including the following information:
 - a) A comprehensive listing of similar services undertaken and/or similar clients served, including a brief description of the projects, and a contact name and telephone number for each listed client;
 - b) A description of the Security background of the trainers (and all subcontractors proposed),
- 3) Description of or listing of training that is given to personnel.
- 4) In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CD / flash drive). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested. This CD or flashdrive should be included in the proposal marked "original". This electronic file is not returnable.

EVALUATION AND SELECTION:

The State will commission a Technical Review Committee, which will evaluate and score all offers, using the following criteria:

| Criteria | Possible Points |
|---|-----------------|
| HIRING and EMPLOYEE EVALUATION CRITERIA: To Be in place prior to awarding the contract | |
| US Citizen | Y/N |
| Valid Driver's License | Y/N |
| Selective Service Registration Required for Males Born after 12/31/1959 | Y/N |
| Pass a physical fitness test consisting of a 1.5 mile run and 19 push-ups in a set period of time- Alternate events are available with a physician's note | Y/N |
| Background Check (State, Fingerprint, Nationwide Criminal check) | Y/N |
| Employment History | Y/N |
| Medical Review, Pre-Employment Physical | Y/N |
| 6 panel Drug Test | Y/N |
| High School Diploma/GED | Y/N |
| Annual 6 Panel Drug Testing | Y/N |
| Psychological evaluation for all armed employees | Y/N |
| TRAINING REQUIREMENTS: to be in place prior to First day of work | |
| Level 1 Terrorism Awareness | Y/N |
| National Incident Management System | Y/N |
| Active Shooter Response-*Can be supplied by the National Guard | Y/N |
| Unarmed Self Defense and restraint Techniques | Y/N |
| Standards of Conduct and Ethics | Y/N |
| Law- Local, State and Federal | Y/N |
| Rules for Use of Force | Y/N |
| Emergency Response (FEMA 100, 200 700) | Y/N |

| | |
|--|--------|
| First Aid, CPR, AED (Initial and Annual Certification) | Y/N |
| Crisis Prevention (CPI or Similar) | Y/N |
| Annual Physical Fitness Test- as listed above | Y/N |
| License to Carry for Pistol, Training and Qualification on Shotgun | Y/N |
| | |
| COMPANY QUALIFICATIONS: | |
| Sample resume of Terrorism and Use of Force Trainer(s) OR Copy of qualifications | 1 - 5 |
| References from Similar Security Details (Government Buildings, Hospitals, Military Bases) | 1 - 5 |
| Length of time in Business | 1 - 5 |
| Compliance with State and Federal Labor Laws | 0 or 5 |
| Able to Provide Four Wheel Drive Vehicle, Training, Licensing and Insurance Documents | 0 or 5 |
| Able to Provide Weapons | 0 or 5 |
| | |
| COMPANY COSTS and BENEFITS: | 1 - 5 |
| Cost per Hour Billed to Agency | 1 - 5 |
| Cost per Hour Paid to Employee | 1 - 5 |
| Medical Benefits Available to Employees | 1 - 5 |

In order to be considered, vendors must meet all of the hiring requirements and be able to become compliant with the training requirements before the first employee is placed at either facility; with the exception of the Active Shooter Response Training (which the National Guard will provide).

**** Notwithstanding the above, the State reserves the right to award on the basis of cost alone, accept or reject any or all bids, and to act in its best interest.**

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

Appendix A **Statement of Work**

Office of the Adjutant General / Military Staff
Physical Security On-site

Locations #1 Joint Force Headquarters / Command Readiness Center
645 New London Ave, Cranston, RI 02920

Location#2 Camp Fogarty
2841 South County Trail
East Greenwich, RI

Duty Description

- Operate entry control points at designated gates. Control vehicle and pedestrian entry/exit. Ensure only authorized personnel are permitted entry. Security Officer(s) at the Entry Control Point will check all incoming vehicles. Visitors and delivery trucks will be processed in, possibly be given temporary vehicle passes, and directed to their destination. Perform ID checks IAW with the Force Protection Threat Level and SOP. Perform vehicle searches per SOP and Threat level. Shall assist in traffic control for Emergency Services vehicles entering or departing. Log personnel and vehicles entering the reservation after duty hours. Maintain the interior and exterior of the Entry Control Point in a clean and orderly state.
- Shall monitor and operate Intrusion Detection System (IDS) and Close Circuit Television (CCTV) and other security equipment that may be located at the Entry Control Point(s).
- Security Officers shall patrol the entire Command Readiness Center or Camp Fogarty, including all parking lots by motor vehicle, or on foot, as required providing surveillance of the facilities. It will be the responsibility of the guard on patrol to check fences to insure that no intruder has gained entry to the installation. During patrols, Security Officers shall patrol and inspect for security, fences, doors and windows as designated and specified by the State Security Manager's SOP. All required building checks are physically checked/accomplished (hands on) and recorded on the duty log. Building check requirements will be designated by the State Security Manager's SOP.
- Assist in opening or closing gates, exterior building doors, special access areas, etc., as required by authorized personnel. Respond to alarms or request for assistance within their area of responsibility. Assist in performing traffic control when necessary. Submit full reports of all incidents of unauthorized entry, presence of unauthorized personnel, theft, vandalism, fire, and other conditions that could lead to the loss, damage, or destruction of Federal/State property or incidents that could cause injury or death of personnel. Reporting procedures are established in the State Security Manager's SOP. Maintain records, security

logs and security reports according to instructions provided by the State Security Manager's SOP.

- Will be required to answer after hour calls to the National Guard as well as the Emergency Management Agency. Will be required to log all calls and contact chain of command when necessary.

Company Responsibilities

1. Vendor will provide:
 - a. all uniforms and equipment,
 - b. Weapons - 9mm, ammunition, magazines and duty gear to include holster and magazine pouches
 - c. Vehicle (at Camp Fogarty) for all security officers. The vehicle must be four wheel drive, be road worthy, RI DOT compliant, capable of carrying a minimum of 2 personnel, and equipped with emergency lights.
2. Vendor will be responsible for providing documentation regarding the following:
 - a. Insurance for vehicles and personnel
 - b. All employee's valid RI Permit to Carry and weapon qualifications, initial and annual
 - c. Pre-employment physical from a physician
 - d. Initial Psychological Testing for all armed employees (per Lautenberg Amendment to the Gun Control Act of 1968)
 - e. Initial, annual and random 6 panel drug test
 - f. Signed copies of Workforce Drug Testing Act for each employee assigned to National Guard facilities
 - g. Proof of physical agility test as required by AR190-56- initial and yearly
 - h. Initial and annual training of Use of Force, First Aid, CPR, and unarmed self defense
 - i. National Agency Check (NAC)
3. Vendor will be responsible for :
 - a. All payroll and benefits
 - b. Ensuring minimum manning of two (2) guards at each location at all times
 - c. Handling all employee issues unrelated to duties
4. Vendor must be able to :
 - a. Add or subtract security personnel as Federal budget dictates.
 - b. Add or subtract security personnel as security needs change. IE: Dignitary visits, natural disasters, etc
5. No overtime will be authorized. The vendor will bill the State of Rhode Island/ National Guard only the fixed rate agreed upon in the bid.
6. Contract limited to Federal funding.

7. Preferable that Vendor be willing to hire current contractors who meet hiring criteria

Coverage Requirements

Command Readiness Center: 2 Security Guards per shift, 24 hours a day/7 days a week

- 2 FTE per shift, 24 hours/day, 7 days/week, 52 weeks/year $(24 \times 7 \times 52) \times 2 = 17,472.00$

Camp Fogarty: 2 Security Guards per shift, 24 hours a day/7 days a week

- 2 FTE per shift, 24 hours/day, 7 days/week, 52 weeks/year $(24 \times 7 \times 52) \times 2 = 17,472.00$

Fee Proposal Form

| Location | Estimated Hours Armed* | Estimated Hours Unarmed* |
|--|---------------------------|-----------------------------|
| | 17,472 | 17,472 |
| Command Readiness Center Cranston, RI | | |
| Camp Fogarty East Greenwich, RI | | |

*Subject to change based on Federal requirements and funding.